Assigning a Proxy (Backup Approver)

Approvers are responsible for **setting up** their own Proxies within Banner Web Time Entry. Each Approver must have (2) two or more Proxies who can approve timesheets in their absence.

Review your assigned proxies throughout the year to ensure there is sufficient coverage and to avoid last-minute changes at the deadline.

The Proxy should be able to verify employees' submitted hours and be **required** to be a Full-Time Employee at the same level or higher than the Approver. As a general rule, a Proxy's position should be at the same level or higher than the Approver's.

What is a Proxy?

A Proxy is an individual(s) designated by the Approver in the system to act on their behalf. The Proxy will be responsible to: update, change, modify, return, or approve the timesheet submitted by an employee. If you have been designated as a Proxy for an Approver, you assume the role and responsibilities of "Acting Approver."

Why assign a Proxy?

It is essential your Proxy(s) know they have been authorized to act on your behalf if you are absent, especially to approve and correct timesheets by the monthly Payroll deadline. Let your employees know who your department Proxy is, so the employee can contact the Proxy to correct any error on their timesheet.

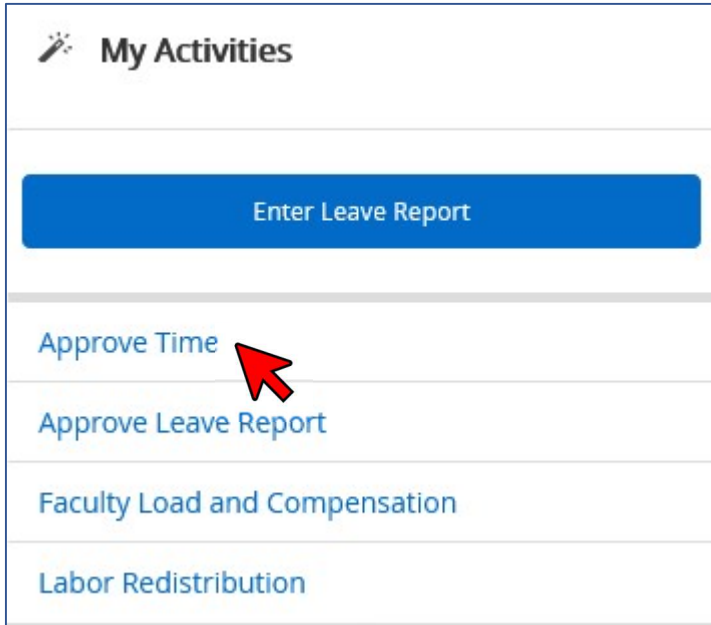# Assigning a Proxy in My Web Services – SSB

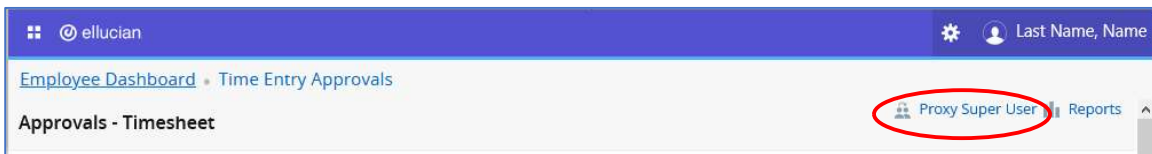1.) Go to the **WVM Employee Portal** and select **My Web Services – SSB**.
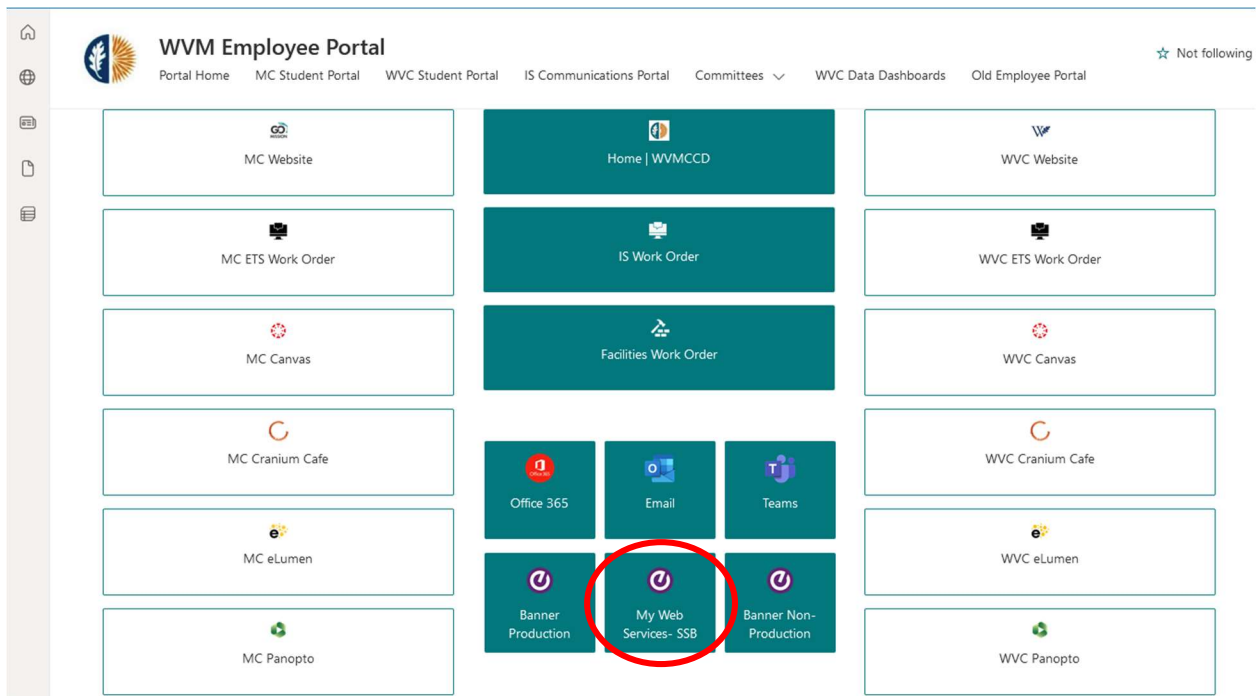
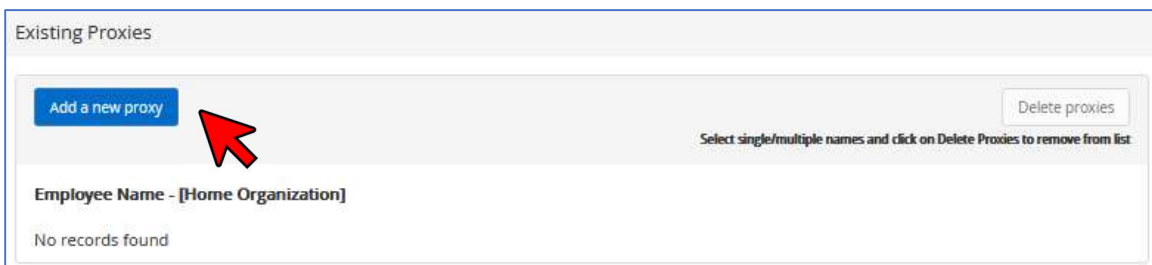2.) Select **Approve Time** under the My Activities section in the Employee Dashboard.
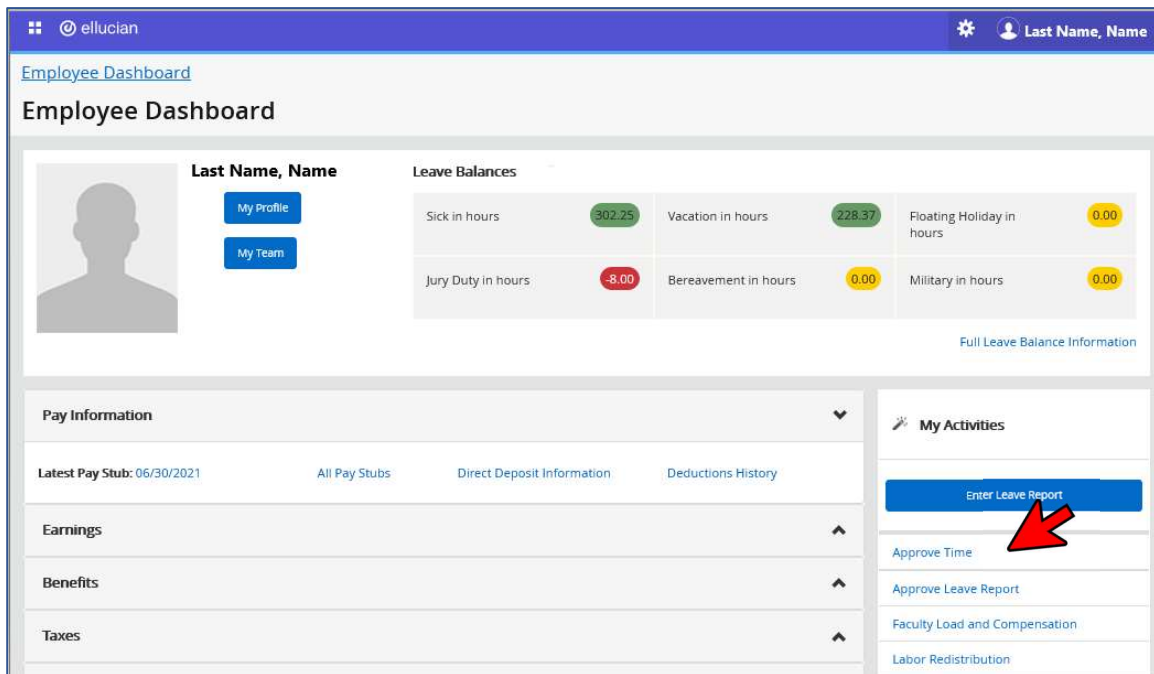
Click the **Approve Time** link under the My Activities section.
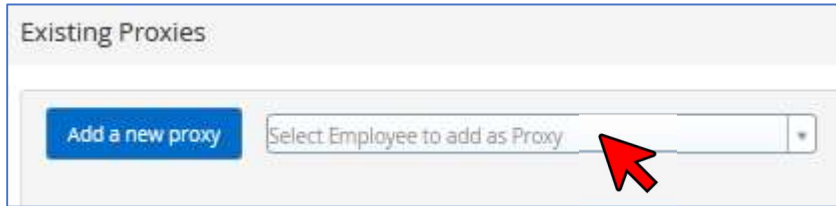

3.) Select the **Proxy Super User** link on the top right-hand of the screen and under your name.

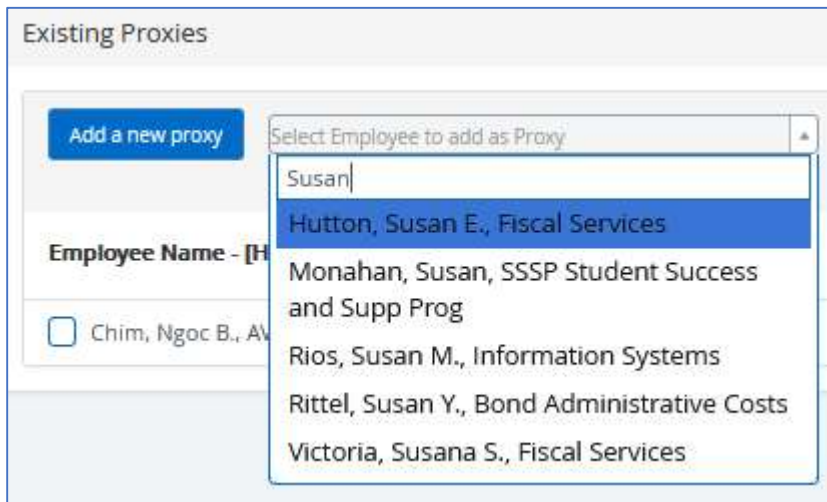4.) Click the **Add a new proxy** button under the Existing Proxies section.

5.) Enter the employee's name in the search box to add them as a Proxy.
Note: *The Proxy must be a Full-Time employee at the same level or higher than the*
Approver.

6.) Find the name of the employee who will be your proxy and select.

7.) A message will display confirming your selection has been saved.

8.) Repeat steps in #4 to add another Proxy or click the **Delete proxies** button to remove an existing Proxy.

9.) If the Proxy's name is not available in the search box, contact the IS-Help Desk.

It is **highly recommended** to follow up with your Proxy if they cannot view your employees' timesheets.